

All Business Managers and Accountants,

Below is a copy of the procedures currently in use by departments submitting invoices for payment on sub awards. Please review these procedures to be sure that all aspects are being followed by your department. If you should have any questions, you may contact Jennifer Adams ([jeadams@uga.edu](mailto:jeadams@uga.edu)) in our office.

### Currently the departments

1. Verify the accuracy of invoices and their backup documentation, ensuring the charges are allowable on the subcontract. Refer to the Subaward Agreement to verify if the dates, amounts and IDC agree with the award documentation. Invoice must have current & cumulative amounts.
  2. Prepare a [Sub-Award Payment Form](#). Confirm that the invoice agrees with the UGA's Subaward Payment Form.
  3. Obtain the PI and Department Head signature (or their designee)
  4. Maintain receipt documentation received for the invoices. Must be able to forward the backup, if requested
  5. Forward form to CAES Business Office Attn: Jennifer Adams
  6. The Final invoice MUST state final.
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- **NOTE: Please submit Subaward Payment Form as soon as possible to ensure timely payments.**